

OHIO UNIVERSITY BULLETIN



THE EXTENSION DIVISION
Correspondence Study
1944 - 1945

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THE EXTENSION DIVISION
Correspondence Study



JUNE, 1944

ATHENS, OHIO

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THE UNIVERSITY CALENDAR FOR 1944-1945

SUMMER SEMESTER

(First Eight-Week Term)

1944		
June	5 M	Advising and registration
June	6 T	Classes begin
June	17 S	Last day for filing application for graduation in July
July	4 T	July Fourth, a holiday
July	24 M	Masters' theses due in the library
July	28 F	First eight-week term closes; commencement

(Second Eight-Week Term)

July	31 M	Advising and registration
Aug.	1 T	Classes begin
Aug.	12 S	Last day for filing application for graduation in September
Sept.	4 M	Labor Day, a holiday
Sept.	18 M	Masters' theses due in the library
Sept.	22 F	Second eight-week term closes

(Three-Week Session)

July	31 M	Advising and registration
Aug.	2 W	Last day for filing application for graduation in August
Aug.	14 M	Masters' theses due in the library
Aug.	18 F	Three-week session closes

FALL SEMESTER

Sept.	25 M	Tests and meetings for freshmen
Sept.	26 T	Advising of degree college students in the morning and registration in the afternoon
Sept.	27 W	Counseling of University College students in the morning and registration in the afternoon
Sept.	28 Th	Classes begin
Oct.	7 S	Last day for filing application for graduation in January
Nov.	30 Th	Thanksgiving Day, a holiday
Dec.	20 W	Christmas recess begins at close of the last class period

1945

Jan.	3 W	Classes resume
Jan.	22 M	Masters' theses due in the library
Jan.	26 F	Semester closes

SPRING SEMESTER

Jan.	29 M	Advising of degree college students in the morning and registration in the afternoon
Jan.	30 T	Counseling of University College students in the morning and registration in the afternoon
Jan.	31 W	Classes begin
Feb.	10 S	Last day for filing application for graduation in May
Mar.	30 F	Spring vacation begins at close of the last class period
Apr.	9 M	Classes resume
May	21 M	Masters' theses due in the library
May	25 F	Semester closes
May	26 S	Commencement

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OHIO UNIVERSITY

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GENERAL INFORMATION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of their educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient high school and college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses at both the high school and the college level. General information about high school courses is given on pages 10 and 11.

COURSES OFFERED AT THE COLLEGE LEVEL

Most of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will admit. They bear the same course numbers and are taught by the instructors who offer the courses in residence. Students who plan to complete work toward a diploma or a bachelor's degree by summer sessions will be especially interested in these offerings.

CREDIT. In correspondence study and in extension classes a student may earn 40 semester hours of credit toward a bachelor's degree.

Credit earned by correspondence study cannot be applied to graduate work. Graduate students, however, may use correspondence credit to facilitate the completion of their advanced work. Many courses are especially helpful in preparation for thesis work and for the written and oral examinations.

A student may enroll on a non-credit basis for any of the courses listed in this bulletin. Such an enrollee is required to pay the same fees as the other students, but he is not required to take the mid-course and the final examinations. A request for a transfer from a credit to a non-credit basis must be made before two thirds of the course is completed.

ADMISSION. Students who have graduated from first grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

A student who has been registered in any college or division of Ohio University should apply directly to the Office of the Extension Division for

registration blanks. A student who is currently registered in residence at Ohio University must present with his registration blank a permit from the dean of the college in which he is enrolled.

A student who has been registered at another school or university must present to the registrar of Ohio University an application for admission accompanied by an official statement of good standing or a statement of graduation from the school last attended. Official transcripts are required for those students who are planning to become candidates for graduation from Ohio University. A student who is currently registered in another school must also present a permit from the dean of the college in which he is registered.

A student who is beginning his college work must present to the registrar an official transcript of high school work with the application for admission.

Lessons received from correspondence students who have not been admitted cannot be sent on to the instructor until admission is granted. Unnecessary delays can be avoided if the student will submit the necessary blanks and statements promptly.

Non-credit students must comply with the same admission requirements as credit students.

High school or college credentials which are to be sent to the Ohio University Registrar should be mailed to the registrar at about the same time as the application for admission.

OUT-OF-STATE STUDENTS. Non-residents of Ohio are admitted to correspondence study and to extension classes on the same basis as residents of Ohio.

The requirements for admission to Ohio University for study in residence differ slightly from the admission requirements for extension study. A graduate of an out-of-state four-year high school is admitted as a freshman provided the high school is on the list approved by the board of education of the state in which the high school is located. In addition, a non-resident student must qualify for admission to the state university of his own state, and must rank in scholarship in the upper half of his graduating class.

A non-resident transfer student is admitted, provided he has made a "C" average in his previous college work, and, provided he can qualify for admission to the state university of his own state.

REGISTRATION. Registration for a correspondence study course may be made at any time. The application for registration should be accompanied by the required registration fee and postage fee. A registration is not considered completed until fees have been paid in full.

Registration Fee, for each semester hour	\$6.00
Postage Fee, for each semester hour	.50
Change of Course Fee	1.00
Extension of Time Fee	3.00

FEES. Registration and postage fees must accompany the application for registration. Checks and money orders for the exact amount are to be made payable to *Extension Division, Ohio University*.

As will be seen, a two-semester-hour course costs \$13; a three-semester-hour course, \$19.50.

REFUND OF FEES. A refund of two thirds of the registration fee and four fifths of the postage fee is allowed a student who withdraws from a course before he has completed three units or before his registration is three months old.

No refund of fees is made after three units have been completed or after the registration is three months old.

BOOKS. Books and materials for a course are to be purchased by the student. Books may be ordered from Logan's Bookstore, Athens, Ohio, from a local bookstore, or from the publisher. The Extension Division operates a self-supporting, non-profit rental library from which texts may be secured for many of the courses. The student is to assume that he is to purchase textbooks unless it is reported to him at the time of his registration that rental books are available.

LESSONS OR STUDY UNITS. As soon as the registration and postage fees have been received, the study units are mailed with complete instructions for study and with directions for returning the written lessons, or study units. Lessons, or study units, from students who have been admitted are referred to the instructor for corrections and suggestions. All corrected papers are returned to the student as soon as possible.

Each course represents a definite amount of work divided into lessons, or study units. A one-hour course consists of 12 lessons, or study units; a two-hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units.

A lesson, or study unit, consists of suggestions for study and directions for written work. Most of the written work is based on questions and exercises in the lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

TIME LIMIT FOR COURSE. A student is expected to complete a course within nine months after registration. If he does not complete a course within nine months, he can secure an extension of time for three months upon the presentation of an acceptable excuse and the payment of a fee of \$3.

When a student does not report, either by lessons, or by study units, or by letter within a period of 90 days, he forfeits his right to further instruction in the course and to any refund of fee.

CHANGE OF COURSE. A correspondence student may change his registration to another course within the Extension Division, provided he pays a change order fee of \$1, and, provided he makes the request for such a transfer before the original registration is three months old and before three lessons have been completed in the original course. All material sent for the correspondence study course by the Extension Division at the time of registration must be returned.

COURSES OFFERED AT THE HIGH SCHOOL LEVEL

The Extension Division of Ohio University has a program of correspondence courses at the secondary school level similar to the offerings of 25 other members of the National University Extension Association.

PURPOSE OF HIGH SCHOOL CORRESPONDENCE. This program is intended to supplement the work of the public high school and not compete with it in any way. The following persons are likely to be interested in high school work by the correspondence method.

(1) Men and women who failed to complete their high school education and find later that this failure is a handicap to their advancement.

(2) Invalids and persons otherwise incapacitated who can not take high school courses in the regular way.

(3) High school graduates who lack a requirement for college entrance. This condition is usually due to the fact that the person decided to enter college later in life.

(4) The irregular high school student who has a deficiency and who has no opportunity to make it up by attending summer school or evening school.

(5) Employed persons who find it impossible to return to high school.

(6) Adults who want more vocational and cultural education at the high school level.

TWO METHODS OF STUDY. There are two ways of taking high school courses by correspondence: (1) the individual method, and (2) the supervised method. A student working by the individual method makes all of his contacts directly with the Extension Division. A student working under the supervised plan must have a local person as a supervisor, preferably a member of a high school faculty, who oversees his mid-course and final examinations and who gives him stimulation and guidance. The supervisor, however, is not asked to assume any responsibility for instruction or the marking of papers.

WHO MAY REGISTER. A person who registers for a high school course must present a statement by a superintendent or a high school principal certifying that he probably is capable of mastering the course for which he desires to enroll. Students from other states are accepted on the same basis as to tuition and other regulations as students from Ohio.

Any of the high school courses may be taken on a non-credit basis.

CREDIT TOWARD GRADUATION. If a student expects to apply the credit earned through correspondence on a high school diploma, his correspondence registration must be approved in advance by the principal of his high school. It is urgently recommended that such a student work under the supervised method.

STUDENT FEES. The registration fee is \$7.50 for each one-half unit of credit. In addition, a student or a board of education is to pay the cost of textbooks and other supplies, the postage on all material mailed to the Extension Division, and a postage fee of 75c for each one-half unit to cover the cost of returning corrected lessons by mail.

The Extension Division will accept a registration fee from either the student or the board of education of the school in which the student is enrolled.

The registration and postage fees must be paid in advance and must accompany the application unless the board of education will agree to pay it later.

The time limit for completing each one-half unit is nine months. An extension of time for three months may be secured by the payment of \$1.50.

A student may transfer from one course to another by paying a transfer fee of \$1, provided he has not completed more than two lessons of the course.

REFUNDS. A student may get a refund of two thirds of his postage fee and two thirds of his registration fee, provided he withdraws from the course before he has mailed any lessons, or before his registration is three months old. No refund of fees is made after lessons have been mailed, or after the registration is three months old. If the application of a student is rejected, all of his registration money and postage money will be refunded.

RECOGNITION OF CREDIT. The Registrar of Ohio University will accept correspondence credit for entrance purposes. It is probable that other colleges will do the same, but to be safe a student should consult the college of his choice about entrance credits earned by correspondence.

EXAMINATIONS AND MARKING SYSTEM. Students working for credit are required to take mid-course and final examinations. These examinations must be taken under the supervision of a school superintendent or a high school principal, or a teacher appointed by one of these school heads, who must be approved in advance by the Extension Division.

After a student has successfully completed a course, the quality of his work will be indicated by the letters A, B, C, D, E (conditioned), and F (failed). Students are urged to strive for a quality of C or better.

INSTRUCTORS. The courses are conducted by well-known high school teachers or by members of the university staff who are well qualified by training, by interest, and by experience to teach at the secondary school level.

The high school courses available for correspondence study will be found on pages 40-42.

EXTENSION CLASSES

Extension classes conducted by members of the Ohio University faculty are another important part of the work of the Extension Division. Graduate as well as undergraduate work is offered. These classes appeal especially to teachers, business men and women, ministers, social workers, and others who wish to engage in systematic study during their leisure time.

An instructor will be assigned to a group after its members have selected a course in which there is a common interest. The size of the group necessary to secure an instructor depends partly upon the distance of the community from the campus, and partly upon the amount in excess of the minimum fee that each member of the group is willing to pay in case of a small registration. The instructor in the course on the campus is the person usually sent to conduct an extension class.

Extension classes meet once a week. The amount of credit allowed for a course—i.e., three hours, two hours, or one hour—will determine the length of the class session and the number of weeks that the class is to meet.

The general regulations governing admissions apply to extension classes.

An undergraduate student who is employed full time may take a maximum of six semester-hours a semester in extension classes, or in combination with a correspondence study or a campus class.

The regulations governing the amount of credit allowed toward a diploma or a bachelor's degree are the same as for correspondence study. When extension class credit is earned in addition to correspondence study, the total amount allowed on a diploma course remains 30 semester hours; on a degree course, 40 semester hours.

Extension class students are charged a fee of \$5 a semester hour. The fee will be more than \$5 an hour should the class enrollment fall below the required quota. At least 20 enrollments are desired. If the enrollment should fall below 20, but remain above 15, the members of the class are required to pay \$6 a semester-hour. If the enrollment should fall below 15, the group probably will be required to study under the Small Class Plan.

Under the Small Class Plan the instructor divides a course into 15 study units, and covers the odd units by class meetings every other week at the center. The even units are assigned as written work to be done during the weeks that the class does not meet.

Extension class fees are due and payable in full at the time of enrollment. A student who requests deferred payment is required to pay one third of the amount at the time of enrollment and is allowed to defer two thirds of the amount to not later than November 10, for the fall semester, and March 10, for the spring semester, provided permission is granted by the Extension Committee.

Refunds are allowed as follows:

1. Ninety per cent after the fourth meeting of the class.
2. Sixty-six and two-thirds per cent after the fifth meeting of the class.
3. Twenty-five per cent after the sixth meeting of the class.
4. Nothing after the seventh meeting.
5. No refunds will be allowed to any student if his withdrawal brings the enrollment of the class below the required quota.

A student who desires graduate credit for a course in an extension class must meet the admission requirements of the Graduate College of Ohio University, must obtain permission from the dean of the Graduate College, and must have completed the prerequisites for the course as stated in the general catalog. A maximum of six semester hours taken in extension classes is accepted toward the master's degree, provided the courses are conducted by instructors who regularly teach them on the campus or by instructors who are approved by the Graduate Council. A graduate student who is employed full time is limited to three semester-hours a semester.

Additional information regarding the Graduate College may be obtained by addressing Acting Dean G. W. Starcher, Graduate College, Ohio University, Athens, Ohio.

OFF-CAMPUS PROGRAMS OF COLLEGE WORK AT THE FRESHMAN LEVEL

The Extension Division will cooperate with a board of education in furnishing a complete program of college subjects at the freshman level for the benefit of recent high school graduates who find it impossible to attend college away from home.

These classes are taught in the evening by faculty members of Ohio University and are organized for a minimum of 15 students, provided the enrollment in all classes averages 25 or more. The registration fee is \$5 a semester-hour for members of classes whose enrollment has reached the quota; but the registration fee is proportionately higher for members of classes whose enrollment is below the quota.

In this cooperative arrangement the board of education lends free to the students its material facilities such as building, heat, light, equipment, etc.; the Extension Division helps administer the program without charge; and the instructors are paid from the registration fees.

Superintendents of schools are urged to write to the Director of University Extension for additional information.

COURSES OF INSTRUCTION AT THE COLLEGE LEVEL

Numbers 1-99 designate University College courses. (Primarily freshman courses.)

Numbers 100-199 designate undergraduate courses.

Numbers 200-299 designate advanced undergraduate courses.

Graduate courses are not offered by correspondence study.

A hyphen between two numbers indicates that the first course is a prerequisite for the second; a comma between the numbers indicates that the first course is not a prerequisite for the second.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated.

The name of the instructor appears at the end of the course description.

The descriptions of all courses in teaching techniques will be found under appropriate titles in the "Teaching Techniques" section of the EDUCATION grouping. For example, the cross reference for 161b. TEACHING OF BOOKKEEPING will be "Same as Ed. 161b".

ACCOUNTING—See Commerce

ADVERTISING—See Commerce

ART—See Fine Arts

BIOLOGY—See Botany or Zoology

BOTANY

101, 102. GENERAL BOTANY. An introduction to plant science. *Not open to those who have credit in Bot. 1, 2.* Bot. 101 emphasizes the vegetative structure and the physiological activities of the higher plants. Bot. 102 includes a survey of both the lower and higher forms of plant life, with emphasis on structure and methods of reproduction within the group of fungi, algae, mosses, ferns, and flowering plants. Credit, three semester hours each course. Boetticher.

133, 134. NATURE STUDY. Courses adapted to the needs of those teaching the subject. All efforts are directed toward a better understanding and appreciation of the living things in nature. Credit, three semester hours each course. Boetticher.

BUSINESS LAW—See Commerce

CHEMISTRY

1-2. GENERAL CHEMISTRY. Fundamental courses in college chemistry. Credit, three semester hours each course. Clippinger.

113. ORGANIC CHEMISTRY. This is a short course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 2 or 4. Credit, three semester hours. Clippinger.

CIVIL ENGINEERING

***1-2. ENGINEERING DRAWING.** Freehand lettering, use of instruments, geometric constructions, orthographic projection, auxiliary and sectional views, and dimensioning. Isometric, oblique, detail and assembly drawings. Intersections, developments, structural, electrical and architectural drafting, tracings and blue prints. Credit, two semester hours each course. Thomas.

10. PLANE SURVEYING. Basic theory underlying field measurements for engineering work; emphasis on correct procedure, proper note forms, and computations. The theory is supplemented by field work in which the student gains proficiency in the use of surveying instruments. Field work can be performed by two or three students together if a higher official will certify that the work represented in the field books was actually performed; or if an equivalent amount of surveying experience has been obtained by a student and the fact certified by a superior. Prereq., Math. 5. Credit, three semester hours. Clark.

107. PERSPECTIVE DRAWING. Pictorial representation of objects, including shadows on objects and planes. Parallel and oblique perspective. Credit, one semester hour. Clark.

121. APPLIED MECHANICS (STATICS). Algebraic and graphical solution of equilibrium of forces, application to jointed frames, centroids, friction and kinematics. Prereq., Math. 118. Credit, three semester hours. Wilsey.

122. APPLIED MECHANICS (DYNAMICS). The force-mass-acceleration, work and energy, and impulse and momentum methods for analyzing problems in dynamics. Moments of Inertia of masses. Prereq., 121. Credit, two semester hours. Wilsey.

124. STRENGTH OF MATERIALS. Elementary stresses and strains, torsion, flexure including elastic curve equations, columns, combined stresses, stresses due to impact. Prereq., 121. Credit, three semester hours. Wilsey.

151. ROUTE ENGINEERING. Theory of simple and compound curves, spiral casements, vertical curves, earthwork quantities, construction methods, tracks as applied to transportation routes. Prereq., 10. Credit, three semester hours. Clark.

*An outfit for engineering drawing may be secured through Logan's Book Store, Athens, Ohio, for from \$10.00 to \$30.00. However, any standard make of instruments may be used, provided they fulfill the requirements as set forth in the text. The same instruments may be used for C. E. 1 and C. E. 2.

152. **HIGHWAY ENGINEERING.** Materials, drainage, alinement, capacity, and finance as used in construction, maintenance, and operation of the modern highway. Prereq., 151. Credit, three semester hours. Clark.

241. **HYDRAULICS.** Fundamental principles of the mechanics of fluids and their application to engineering. Fluid pressure, flow in orifices, weirs, pipes and open channels; elementary theory of pumps and turbines. Prereq., 121. Credit, three semester hours. Clark.

242. **WATER SUPPLY AND SEWERAGE.** Sources, treatment, and delivery of pure water to consumers; collection, treatment, and disposal of water wastes. Theory of design, construction, and estimation of the various types of water works and sewage disposal plants. Prereq., 241. Credit, three semester hours. Clark.

CLASSICAL LANGUAGES

Greek

1-2. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours each course. Staff member.

Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Lat. 2. Credit, four semester hours. Jolliffe.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from Caesar's *Gallie War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours. Jolliffe.

3. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallie War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. Credit, four semester hours. Jolliffe.

4. **VERGIL.** A considerable portion of the first six books of Vergil's *Aeneid* is read. The course is designed with a view to an understanding and appreciation of Vergil's great epic and to a wider knowledge of mythology, as well as to growth in the study of Latin. Some attention is given to the meter of Latin epic. Prereq., 3 or three years of high school Latin. Credit, four semester hours. Jolliffe.

112. **WRITING LATIN PROSE.** An elementary course in college Latin composition. Prereq., 101. Credit, one semester hour. Jolliffe.

*127. **ENGLISH WORDS FROM LATIN.** Vocabulary building through a knowledge of some of the Latin elements which combine to make more than half of the words in the English language. Special attention to the needs of those who wish to master the technical language of law, medicine, science, commerce, or other special fields in which there is a large Latin element. Credit, two semester hours. Jolliffe.

211. **CICERO AND CATULLUS.** Selections are read from Cicero's correspondence for an appreciation of Latin epistolary writing, for the information they contain on Roman private and public life, and for a more intimate understanding of Cicero himself. Prereq., 103, 104, or permission. Credit, three semester hours. Jolliffe.

233. **ADVANCED LATIN SYNTAX.** Prereq., 103, 104, or permission. Credit, one, two, or three semester hours. Jolliffe.

COMMERCE

Accounting

75-76. **ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. The entire cycle of bookkeeping procedure. Ledger organization, expense controls, controlling accounts, and cost records with a discussion of exceptions and alternative methods constitute the work in Acct. 76. Credit, three semester hours each course. Beckert.

81. **ACCOUNTING SURVEY.** Open only to non-commerce students in order that they may obtain a knowledge of general principles of accounting in a minimum of time. Credit, two semester hours. Beckert.

125. **INTERMEDIATE ACCOUNTING.** The preparation and analysis of balance sheet and income statements, principles of actuarial science, accounting for corporate net worth, consignments, installment sales, and current asset valuation. Prereq., 76 or 102 (Secretarial Accounting). Credit, three semester hours. Beckert.

133. **SOCIAL SECURITY ACCOUNTING.** Discussion of the various phases of the Federal Social Security Act and state social security laws and regulations. A study of time-keeping systems and systems of accounting used in keeping pay-roll or wage records. Details and operation of several of the most commonly used systems are considered. Credit, one semester hour. Beckert.

161b. **TEACHING OF BOOKKEEPING.** (Same as Ed. 161b).

175. **COST ACCOUNTING.** Manufacturing cost determination under the job-order and process systems. Prereq., 125. Credit, two semester hours. Beckert.

255. **AUDITING PRINCIPLES.** Purposes and scope of audits and examinations; theory and principles of procedure. Prereq., 195. Credit, three semester hours. Beckert.

*No knowledge of Latin required.

Advertising

155. ADVERTISING PRINCIPLES. A survey course covering the chief principles, problems, and practices in the field of advertising. The emphasis is on the aspects of the subject which are of greatest use to general business men, but it is sufficiently complete to serve as an introductory course for those intending to do more work in the field and prepare themselves for a career in advertising. Prereq., Mkt. 155 or permission. Credit, three semester hours. Krauskopf.

Business Law

155-156. BUSINESS LAW. The principles of law involved in contracts and agency. Required for commerce students. Very desirable for engineers, for business men, and for teachers of commercial subjects in high school. Credit, three semester hours each course. Dykstra.

175. GOVERNMENT AND BUSINESS. Statutes, and court decisions interpreting them, by which federal, state, and local governments control, regulate, and aid business. Prereq., junior rank. Credit, three semester hours. Dykstra.

Economics

I. ECONOMIC DEVELOPMENT OF THE UNITED STATES. The development of industry, labor, finance, commerce, agriculture, transportation, and natural resources are traced, and an attempt is made to show the effect one line of development had on the other. Credit, three semester hours. Picard.

101-102. PRINCIPLES OF ECONOMICS. The purpose of these courses is to provide an introduction to economics for university students and the general reader. The first course emphasizes the following theoretical material: production, consumption, distribution, and experiments. In the second course an effort is made to present the chief economic problems: money and banking, business cycles, credit, international economic relations, government and taxation, and economic control. Credit, three semester hours each course. Picard.

209. PUBLIC UTILITIES. A general survey of the economic basis of public utility enterprise. A brief consideration of the historical development of the different utility industries. A study of the administration of public utilities under regulation, the movement for physical valuation, corporate financial policies, public control of security issues, rate of return, a critical consideration of valuation standards, government and municipal ownership, service-at-cost method of regulation. Prereq., 102. Credit, three semester hours. Staff member.

212. ADMINISTRATION OF PERSONNEL. A comprehensive survey in the principles of the management in business and industrial enterprises and institutions. Among the subjects treated are selection, placement, turnover, promotion, transfer, safety, industrial health, waste prevention, and similar topics. Credit, three semester hours. Gubitz.

235. LABOR RELATIONS. A general survey of the forces that give rise to

modern labor problems. The course is given from the standpoint of a citizen and a student interested in the main phases of the modern labor problem—individual and collective bargaining, wages, hours, employment, safety and health, social insurance, administrative and labor legislation. Prereq., 102. Credit, three semester hours. Gubitz.

Finance

106. **BANKING PRINCIPLES.** The economics of money and credit is reviewed as a basis for developing the principles which govern the operations of individual banks and the banking system. The course includes a critical analysis of the theory of bank credit and loan policy. Credit, three semester hours. Hanson.

121. **BUSINESS FINANCE.** A survey of the characteristics of corporate organization and corporate securities is followed by problems dealing with promotion, organization, and provision of capital both for new enterprises and for the expansion of old concerns. Credit, three semester hours. Hanson.

215. **GENERAL INSURANCE PRINCIPLES AND PRACTICES.** A general survey of the basic problem of risk and the agencies developed by society for the purpose of efficiently bearing certain types of risk. A study of the basic economic function of insurance and the manner in which it is applied. Fire, life, and social insurance are carefully considered. Prereq., Ec. 102. Credit, two semester hours. Staff member.

Management

X 211. **INDUSTRIAL MANAGEMENT.** The principles of the organization and the management of industrial enterprises, the management movement, and the newer principles and practices in functional factory organization. Prereq., Ec. 102. Credit, three semester hours. Gubitz.

Marketing

155. **MARKETING PRINCIPLES.** This course is devoted to a study of the principles, methods, and policies of marketing consumers' goods and industrial goods. It will involve a detailed study of the different marketing institutions and of the marketing functions performed by these institutions. Credit, three semester hours. Paynter.

176. **SALES MANAGEMENT.** Principles and problems in the field of sales management with special emphasis on the management of the sales organization. Both text material and case studies will be reviewed. Prereq., 155. Credit, two semester hours. Krauskopf.

Secretarial Studies

15. **TYPEWRITING.** A beginning course. Students are expected to reach a speed of 30 words a minute. Perhaps too elementary for students who have had typewriting in high school. Credit, two semester hours. Sponseller.

16. **TYPEWRITING.** A continuation of Typewriting 15. Students are

expected to attain a speed of 45 words a minute. Prereq., 15 or 1 unit of high school typewriting. Credit, two semester hours. Sponseller.

31-32. **SHORTHAND.** The purpose of Sec. St. 31 is to cover the entire theory of Gregg Shorthand and to give the student a working knowledge of the basic fundamentals of the system. Attention is devoted to good writing habits leading to skill in the taking of dictation, a thorough understanding of the elementary principles, a knowledge of the brief forms of the system, and the development of skill in reading shorthand notes.

Sec. St. 32 is a continuation of Sec. St. 31. It is open to those who pass satisfactorily a complete theory test and transcribe shorthand acceptably. Skill in typewriting is presupposed. The final examination requires a writing speed of 80 words per minute and an ability to transcribe accurately. Credit, three semester hours each course. Miller.

120. **BUSINESS LETTER WRITING.** This course is concerned with the various letters used in business: the letter of application, recommendation, order, contract, inquiry, sales, adjustment, credit, collection, good will, and information. It deals with the psychology, mechanics, and technique of effective written expression. Credit, three semester hours. Sponseller.

161s. **TEACHING OF SHORTHAND.** (Same as Ed. 161s.)

161t. **TEACHING OF TYPEWRITING.** (Same as Ed. 161t.)

Statistics

155-156. **BUSINESS STATISTICS.** A study of the most important statistical methods that are particularly useful for planning of business operations and for interpreting and presenting business reports. Credit, three semester hours each course. Adamson.

241. **BUSINESS CYCLES.** A study of the nature and causes of business booms and depressions, and a brief examination of some of the leading methods used in forecasting business conditions. Credit, three semester hours. Adamson.

DRAMATIC ART—See Fine Arts

ECONOMICS—See Commerce

EDUCATION

Elementary Education

112. **PRINCIPLES OF ELEMENTARY EDUCATION.** A study of the aims of education, the nature of the learner and of society, and the problems of contemporary life. Prereq., senior rank. Credit, three semester hours. Beechel.

113. **EDUCATIONAL TESTS AND MEASUREMENTS.** An introductory course for those teaching or preparing to teach in the elementary school dealing

with both standardized and informal new-type tests. Problems involved in building, administering, scoring, and using and interpreting the results of tests are considered. Credit, two semester hours. Class.

History and Philosophy

150. HISTORY OF MODERN ELEMENTARY EDUCATION. The development of elementary education with particular emphasis on the European background and on the social and philosophical forces which have conditioned elementary education in the United States. Credit, three semester hours. Shoemaker.

250. THE HISTORY OF EDUCATION. Begins with a study of education among primitive peoples and ends with the scientific movements. Studies the agencies of education and social forces which have conditioned them during ancient and medieval times, with particular emphasis on the Greeks, Romans, Christians, Renaissance, Protestant Revolt, and scientific eras. Credit, three semester hours. Shoemaker.

251. THE HISTORY OF EDUCATION. Deals with the history of education in Western Europe and the United States from about 1750 to the present. The evolution of state systems of schools and of various theories and practices of education are traced in some detail. Considerable emphasis is placed on the educational significance of autocratic and democratic movements, of the industrial revolution, and of nationalism. Credit, three semester hours. Shoemaker.

259. HISTORY OF EDUCATION IN THE UNITED STATES. Shows the European social, economic, and political influence on colonial life and education. The rise and development of public education in the United States is studied in considerable detail. Credit, three semester hours. Shoemaker.

Kindergarten-Primary

2. LITERATURE FOR EARLY CHILDHOOD. A study of traditional and modern literature for children. Special emphasis on experiences with children and books. Credit, three semester hours. Quick.

201. KINDERGARTEN-PRIMARY CURRICULUM. A study of the changing curriculum of early childhood; the newer knowledge of child growth and development and the importance of social-centered experience. Credit, three semester hours. Quick.

Research and Scientific Techniques

281. EDUCATIONAL STATISTICS. Elementary methods of organizing and interpreting quantitative data. The topics treated include: frequency tables, percentiles, graphic representation, measures of central tendency (mode, median, mean), variability, normal curve, sampling theory and correlation. Prereq., 6 hours education and Psych. 5. Credit, three semester hours. Dixon.

School Administration

240. SCHOOL ADMINISTRATION. The course in school administration is

designed to meet the needs of advanced students, teachers, and administrators. Some of the topics considered are: the board of education; the selection, training, and pay of teachers; school budgets; school buildings and their care; the classification and progress of pupils; health supervision; extra-curricular activities; the curriculum; textbooks; libraries; accounting; and publicity. Credit, three semester hours. Morton.

Secondary Education

130. PRINCIPLES OF SECONDARY EDUCATION. The following topics receive consideration: the social purposes of secondary education; the relation of secondary education to other levels of education; the selection, content, and organization of learning experiences in the high school; the relation of secondary education to vocational education; the issues and functions of secondary education; and the program of studies. Credit, three semester hours. Shoemaker.

131. EDUCATIONAL TESTS AND MEASUREMENTS. Standardized and informal new-type tests for the senior high school. Problems involved in the building, administering, scoring, and interpretation of results of tests. Credit, two semester hours. Class.

230. HIGH SCHOOL ADMINISTRATION. The course serves as a general introductory course for high school principals and teachers. The course deals with the problems of organization and administration of the high school—both junior and senior. The duties and responsibilities of the principal and the teacher-principal relationships are given special attention. Credit, three semester hours. Morton.

235. COMMERCIAL CURRICULUM CONSTRUCTION. (Same as Sec. St. 235). A course involving the principles and factors necessary in the construction of a curriculum of commercial courses in the high schools of varied communities. Prereq., 20 hours commerce. Credit, two semester hours. Miller.

Special Education

221. ORGANIZATION OF SPECIAL CLASSES. Topics: need of special education; history of the various classes for sight saving, crippled, hard of hearing, mentally retarded, and defective in speech; selection and classification of children, and cooperation with other departments; case studies and record taking; direction and after-care work of special class children. Credit, two semester hours. DeLand.

Teaching Techniques

COMMERCE

161b. TEACHING OF BOOKKEEPING. (Same as Acct. 161b) This course is intended for teachers or prospective teachers of bookkeeping in junior and senior high schools. Consideration is given to the objectives in bookkeeping courses; the place of such courses in the junior and senior high school; the amount of time to be devoted to the subject. Methods of conducting recitations, grading, keeping records, examinations, and standards will be consid-

ered. Prereq., six semester hours of accounting. Credit, two semester hours. Beckert.

161s. TEACHING OF SHORTHAND. (Same as Sec. St. 161s) This course is planned to acquaint the student with the basic concepts of various methods of teaching Gregg Shorthand. Consideration is given to methods of testing, grading, keeping records, teaching transcription, analyzing shorthand and transcription errors, handling remedial practice, developing speed, and standardization. Books may be rented from the Extension Division. Prereq., 6 semester hours of shorthand. Credit, two semester hours. Miller.

161t. TEACHING OF TYPEWRITING. (Same as Sec. St. 161t) This course is designed to acquaint the student with the methods of teaching the subject of typewriting in the secondary schools. Each student prepares a complete outline of the work covered in a four-semester course in typewriting in the high school. Prereq., Sec. St. 16, Typewriting or equivalent. Credit, two semester hours. Sponseller.

ELEMENTARY EDUCATION

163a. TEACHING OF READING IN PRIMARY GRADES. This course will consider the child's growth and development and his readiness for reading. The relationship of experience, language and reading, and the guidance of his book-reading will be studied. Too, emphasis will be given to the use of reading materials essential for clarifying and broadening his experiences. Credit, two semester hours. By correspondence only. Quick.

163b. TEACHING OF READING AND LANGUAGE. Discussion, research, and observation relative to needs and development of reading power as children make use of reading to solve problems and to enrich experiences. The work will include the study of the expressive arts, creative expression, and the development of related skills. Students who already have credit in reading or language as separate courses will register for Ed. 163a, 163b, or 163g. Students who have had neither course will take the full four hours. Credit, two-four semester hours. Hampel.

163c. TEACHING OF READING IN INTERMEDIATE GRADES. A study of the materials, methods and procedures, diagnostic and remedial work in the reading program for the intermediate grades of the elementary school. Credit, two semester hours. By correspondence only. Beechel.

163d. TEACHING OF LANGUAGE ARTS IN THE GRADES. A study of the expressive arts, creative expression, and the development of related skills; opportunities to explore the possibilities of encouraging and extending spontaneous language expression, to become aware of the rich content for experiences in the environment, and to build language skills in functional situations. Prereq., Eng. 1 or 3. Credit, two semester hours. By correspondence only. Hampel.

163g. TEACHING OF ARITHMETIC IN INTERMEDIATE GRADES. Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal

fractions, the elements of percentage, denominate measures, the elements of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. Credit, three semester hours. Morton.

163p. TEACHING OF ARITHMETIC IN PRIMARY GRADES. A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. Credit, three semester hours. Morton.

163s. TEACHING OF ARITHMETIC IN THE UPPER GRADES. Theories of arithmetic instruction, the number system, diagnostic and remedial teaching, the arithmetic of business, the arithmetic of daily living, measurement, mensuration and intuitive geometry, the elements of algebra, and the selection of arithmetic textbooks. Adapted to the work of grades 6, 7, and 8. Credit, three semester hours. Morton.

ENGLISH

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Eng. 164b) A course designed to assist the high school teacher in the presentation of both the form and content of composition. The first lessons in the course offer a review of grammar as a very necessary foundation; this grammar review is incorporated in the final examination. Prereq., Eng. 2 or 4. Credit, two semester hours. Wray.

GEOGRAPHY

169f. TEACHING OF GEOGRAPHY AND HISTORY IN ELEMENTARY GRADES. (Same as Geog. 169f) A study of the social environment, cultural problems, and human relationships with special emphasis upon history and geography. The instructor will give guidance in a study and exploration of the environment as content for educative experiences. Credit, three semester hours. Hampel.

HISTORY

169h. TEACHING OF HISTORY AND CIVICS IN JUNIOR AND SENIOR HIGH SCHOOLS. (Same as Hist. 169h) The development of history and civics as school subjects, objectives, instructional methods and materials, types of work, organization of the course of study, testing, and school problems related to teaching the subjects. Credit, two semester hours. Smith.

INDUSTRIAL ARTS

160m. TEACHING OF INDUSTRIAL ARTS. (Same as Ind. A. 160m) Students are given an opportunity to construct lesson plans, instruction sheets, and progress charts. They are taught to operate an accounting system for school shop laboratories, to select, make, and score shop tests and related information tests, and to score mechanical drawings and shop projects. Credit, three semester hours. Kinison.

MATHEMATICS

168m. TEACHING OF MATHEMATICS IN HIGH SCHOOLS. An analysis of the basic ideas of algebra and geometry. Methods of presenting topics in these subjects to high school students. Prereq., Math. 6 and Psych. 5. Credit, three semester hours. Starcher.

PHYSICAL WELFARE

167h. TEACHING OF HEALTH. (Same as P.W. 167h) Instruction, principles, and curricula used in presenting health information to children of the different school levels. Credit, two semester hours. Trepp.

167p. TEACHING OF PHYSICAL WELFARE. (Same as P.W. 167p) A course dealing with methods in physical welfare for elementary and secondary schools. Credit, one semester hour. House.

ELECTRICAL ENGINEERING

101. FUNDAMENTALS OF RADIO. A practical course in radio art designed for that very large class of persons who are not experts but who have an interest in learning some of the principles and practices of this branch of science. Credit, three semester hours. Green.

102. FUNDAMENTALS OF RADIO. Continuation of 101. This is a second course in radio with a descriptive treatment of the most modern applications. Enough problems are included to insure some familiarity with design and operation. Prereq., 101 or its equivalent. Credit, three semester hours. Green.

ENGINEERING DRAWING—See Civil Engineering**ENGLISH**

3-4. ENGLISH COMPOSITION. A course in the fundamentals of composition, the structure of the paragraph, and the writing of exposition. Students who make unusually high grades in the proficiency tests are excused from Eng. 3 and allowed to enter Eng. 4. Eng. 4 places emphasis on the study of models of argumentation, description, and narration. Credit, three semester hours each course. Foster, Heidler.

101, 102. SOPHOMORE ENGLISH LITERATURE. The first course deals with the historical development of English literature from the beginning to the death of Pope; the second course deals with the literature from the death of Pope to the present day. Both courses take up the lives and works of the most important and most representative authors; the principal literary forms and tendencies; and the political and social background of the various periods. Prereq., 2 or 4. Credit, three semester hours each course. Peckham.

111. THE CHIEF AMERICAN WRITERS. A study of representative material, prose and poetry, selected from Franklin, Freneau, Irving, Cooper, Bryant, Emerson, Thoreau, Hawthorne, Whittier. Prereq., 2 or 4. Credit, three semester hours. Foster.

112. THE CHIEF AMERICAN WRITERS. A continuation of Eng. 111. Em-

phasis is placed upon selected prose and poetry from Poe, Holmes, Longfellow, Lowell, Whitman, Mark Twain, Henry Adams, Lanier, William James. Prereq., 2 or 4. Credit, three semester hours. Peckham.

130. ENGLISH PROSE OF THE NINETEENTH CENTURY. This is a study of representative prose, exclusive of the novel, of Lamb, DeQuincey, Hazlitt, Carlyle, Macaulay, Thackeray, Bagehot, Morley, Ruskin, Arnold, and Stevenson. Prereq., 2 or 4. Credit, three semester hours. Foster.

135. THE BIBLE AS LITERATURE. A study of the early narratives and prophecies of the Old Testament as masterpieces not only of world literature but of English literature. Prereq., 2 or 4. Credit, two semester hours. Foster.

141. EUROPEAN DRAMA. A survey of the drama from the Periclean Age to the present time. Readings in English of typical plays by Sophocles, Plautus, Marlowe, Jonson, Moliere, Congreve, Goldsmith, Sheridan, Ibsen, Hauptmann, Wilde, Pinero, Chekhov, O'Neill, and Behrman. Prereq., Eng. 2 or 4. Credit, two semester hours. Peckham.

143, 144. COMPARATIVE LITERATURE. Eng. 143 introduces students to the most significant authors and productions of Greece, Rome, and Italy. Eng. 144 deals with authors and productions of Spain, France, Germany, and England. The students are directed in the reading of numerous translations and are furnished with ample notes in mimeographed form. Frequent reference is made in a comparative way to English authors and literature. Prereq., 2 or 4. Credit, two semester hours each course. Heidler.

151. SHAKESPEARE. Shakespeare's principal plays. Reading and interpretation of the plays, study of Shakespeare's life and times, study of the Shakespearean stage and dramatic technique. Prereq., 2 or 4. Credit, three semester hours. Foster.

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Ed. 164b.)

171. SOPHOMORE EXPOSITION. A course designed to offer practical experience in the writing of essays and reviews. Frequent writing by the student is supplemented by the study of meritorious examples from experienced writers. Prereq., 2 or 4. Credit, three semester hours. Heidler.

175. CREATIVE WRITING. The course uses no textbook and has no formal assignments. The work is adapted to each individual. It is assumed that any student accepted for the course wishes to write and needs only guidance, advice, and constructive suggestions in carrying out projects of his own. Prereq., 2 or 4 and permission. Credit, two or three semester hours. Mackinnon.

213. ENGLISH PROSE FICTION. The history of the English novel from the Elizabethan period to the present. Prereq., 2 or 4. Credit, three semester hours. Mackinnon.

214. AMERICAN PROSE FICTION. The development of the American novel from the colonial period to the present, with major emphasis upon late

eighteenth century and nineteenth century productions. Prereq., Eng. 2 or 4. Credit, three semester hours. Heidler.

218. EIGHTEENTH CENTURY ROMANTICISM. The course traces the beginnings of the movement with the Spenserians, Miltonic School, Chatterton, Ossian, the Gothic Romance, and others. *Not open to those who have had Eng. 216.* Prereq., Eng. 2 or 4. Credit, three semester hours. Heidler.

225. RECENT BRITISH AND AMERICAN POETRY. A careful study of ten or twelve authors who have made distinctive contributions to the poetry of England and America. Prereq., 2 or 4. Credit, three semester hours. Foster.

245. TENNYSON AND BROWNING. A study of the most representative works of the two major Victorian poets. The course includes a brief consideration of the lives of these men in relation to their backgrounds and their art. Prereq., 2 or 4. Credit, three semester hours. Peckham.

250. BOOKS OF THE SEASON. The student will read 8, 15, 22 or 30 books supplied by the Extension Division and chosen from outstanding books of recent publication in a variety of fields such as novel, drama, poetry, travel, biography. There will be a fee of \$2, \$3, \$4, and \$5 for the use of these books. Credit, one-four semester hours. Mackinnon.

277. THESIS WRITING. A course for students in all departments. Special attention is given to the form and organization of research papers in the field of interest. This course is designed primarily for graduate students who plan to use this course to assist them in writing their master's theses; however, no graduate credit can be received for its completion by correspondence study. Prereq., 12 hours. Credit, one semester hour. Peckham.

FINANCE—See Commerce

FINE ARTS

DRAMATIC ART AND SPEECH

Dramatic Production

221, 222. DRAMATIC COMPOSITION. Theory of playwriting. Practical experience in the writing and rewriting of plays. Scripts of sufficient merit are produced under the writer's supervision by the University Playshop. Emphasis is placed on the student's apperceptive background. Prereq., 6 hrs. and 6 hrs. English. Credit, three semester hours each course. Batcheller.

Speech

110. PARLIAMENTARY LAW. A study of the techniques involved in conducting a public gathering and in presiding over an assembly. Credit, one semester hour. Staats.

MUSIC

History and Theory

11, 12. MUSIC HISTORY. Mus. 11 deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, song oratorio, and orches-

tra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through the study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Mus. 12 includes a study of the eighteenth and nineteenth centuries with intensive study of the great musicians and movements of those periods. Before concluding the course a brief survey of the twentieth century music and its tendencies is made. Credit, two semester hours each course. Peterson.

105-106. HARMONY. Formation of major and minor scales, intervals, triads in open and close position, harmonizing melodies and figured basses, seventh chords and their inversions, chord of the ninth on the dominant, non-chord tones, modulation to related keys. The prerequisite for this course is a knowledge of elementary theory. Credit, two semester hours for each course. Kresge.

PAINTING AND ALLIED ARTS

History

15. INTRODUCTION TO THE SPACE ARTS. The course is designed to foster an intelligent appreciation of the space arts: architecture, painting, sculpture, and the so-called minor arts. The appreciation of the student is developed through a study of the principles of composition, through an analysis of the works of the old and modern masters. Credit, two semester hours. Mitchell.

21. HISTORY OF THE SPACE ARTS. This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit, three semester hours. Mitchell.

22. HISTORY OF THE SPACE ARTS. This course continues the history of art from the Renaissance to the present time. Credit, three semester hours. Mitchell.

Representation

45, 46. METHODS IN REPRESENTATION. The relationship of human vision and experience to methods of representation in the field of painting. Credit, two semester hours each course. Mitchell.

GEOGRAPHY AND GEOLOGY

Geography

101. INDUSTRIAL AND COMMERCIAL GEOGRAPHY. A study of the production, preparation, trade, and consumption of the world's major products of food, clothing, tools, and shelter. The course shows how the material things of the world have influenced man's interests. Credit, three semester hours. Dow.

102. GEOGRAPHY OF NORTH AMERICA. This course develops in considerable detail the geography of the natural resources of North America. It also develops a method of continental study for teachers. This course or any

other of the continental courses offered should be taken as the second half of the year's work in geography. Credit, three semester hours. Cooper.

105. GEOGRAPHY OF LATIN AMERICA. See Geog. 102 for description. Credit, three semester hours. Cooper.

108. GEOGRAPHY OF EUROPE. A study of the physiographic and political divisions of Europe with the emphasis on the geographic influences as they affect the industrial and economic development. Credit, three semester hours. Dow.

132. CONSERVATION OF NATURAL RESOURCES. A survey of the field of modern conservation with the major emphasis on the history of the movement, soils, forests, minerals, drainage, water uses and modern land utilization. Credit, three semester hours. Dow.

145. GEOGRAPHIC INFLUENCES IN AMERICAN HISTORY. A course emphasizing the effects of geographic factors such as location, physiography, climate, land content, water bodies, soil and vegetation upon the historical development of our nation. Culture patterns and areal distributions are emphasized. Credit, three semester hours. Dow.

150. GEOGRAPHY AND ENVIRONMENT. A course in the aspects of geography which has to do with the response of man to his physical environment. A cultural and practical course. Credit, three semester hours. Cooper.

169f. TEACHING OF GEOGRAPHY AND HISTORY IN ELEMENTARY GRADES. (Same as Ed. 169f.)

175. ELEMENTARY METEOROLOGY. Fundamentals of the weather elements such as temperature, pressure, moisture, winds, etc. Nature and behavior of storms. Fundamentals of air mass analysis. Weather map interpretation and construction. The Weather Bureau and its work. Special emphasis on aeronautical phases. Prereq., Math. 5 or permission. Credit, three semester hours. Dow.

Geology

125. PHYSICAL GEOLOGY (PHYSIOGRAPHY). A course in physiographic (physical) geology embracing the earth's features with reference to their origin and significance. This course serves as an introduction to all other courses in geology. Credit, three semester hours. Dow.

GERMAN

1-2. BEGINNING GERMAN. Ger. 1 is intended for persons who have not had any previous instruction in the language. It is equivalent to the work of the first semester in the university, or the first year in high school. It includes pronunciation, essentials of German grammar, and practice in the reading and writing of simple German. Ger. 2 is the equivalent of the work in the second semester in the university or the second year in high school. Prereq., for Ger. 2 is Ger. 1 or one year of high school German. Credit, four semester hours each course. Krauss.

101-102. INTERMEDIATE GERMAN. German grammar carefully reviewed, with exercises in composition directed to help the student in his efforts at reading; the reading of several German short stories and some lyric poetry, ranging from relatively easy material to that of intermediate difficulty. Ger. 102 continues grammar review and composition; the reading of poetry and Schiller's *Wilhelm Tell*. Prereq., Ger. 2 or two years in high school. Credit, three semester hours each course. Krauss.

105, 106. SCIENTIFIC GERMAN. A reading course designed primarily to familiarize the student with German scientific terms and to enable him to read German scientific material. Ger. 105 is for students of chemistry, and 106 is for students of medicine. Prereq., 102, or 101 with grade of A or B. Credit, two semester hours. Krauss.

107. READINGS IN MILITARY GERMAN. A reading course designed as an introduction to military German presenting up-to-date material on the German army, air force, and navy. Prereq., 2, or 2 yrs. high school German or permission. Credit, two semester hours. Krauss.

220. THE GERMAN SHORT STORY. A rapid reading course of representative stories (1850-1900) by Heyes, Storm, Stifter, Keller, and Meyer. Credit, two semester hours. Krauss.

GOVERNMENT

1. AMERICAN GOVERNMENT. The National Government of the United States. Origin of the Federal Government, the national party system, powers and duties of the departments, independent and emergency services, and participation in the World War. Credit, three semester hours. Smith, Morrison.

2. AMERICAN GOVERNMENT. The state and local governments. The constitutional position of the states, organization and administration of state and local governments, interstate relations, federal aid to states, responsibility of citizens, and state and local participation in the World War. Credit, three semester hours. Smith, Morrison.

86. POSTWAR POLICIES AND PROBLEMS. Plans for postwar recovery of the United Nations; plans of political, social, economic groups within the countries; national plans of the more important countries; the United States, Great Britain, Russia, China, Latin America, and the governments in exile; international policy and proposals for international organization. Credit, two hours. Smith.

101, 102. COMPARATIVE GOVERNMENT. The European systems of government compared with the American, including organization, procedure, popular representation, effect of the political upon the social and economic conditions, and changes produced by the World War. Credit, three semester hours each course. Smith.

202. CONSTITUTIONAL LAW. The textbook will be supplemented with cases. Prereq., 6 hours in government or history. Credit, two semester hours. Hoover.

203, 204. MUNICIPAL GOVERNMENT AND ADMINISTRATION. Govt. 203 includes the development, organization, and politics of municipal government. Govt. 204 deals with the administrative functions: personnel, finance, police, housing, health, planning, utility regulation, and municipal ownership. Credit two semester hours each course. Smith.

205. AMERICAN POLITICAL PARTIES. A study of party practices and party history. Prereq., 6 hrs. in government or history. Credit, three semester hours. Hoover.

216. INTERNATIONAL RELATIONS. Basic factors involved in world politics, including modern state systems, nationalism, militarism, evolution of international relations and formulation of national foreign policies, efforts toward world political order, and war policies of the Great Powers. Credit, three semester hours. Smith.

241. AMERICAN FOREIGN POLICY. The course traces the history of United States relations with other states since 1776, with the emphasis on the recent period, and gives a brief introduction to the diplomatic practices of the United States especially. Prereq., 6 hours in government or history. Credit, three semester hours. Morrison.

244. RECENT POLITICAL THOUGHT. Recent political theories basic to political and social institutions, such as individualism, collectivism, fascism, and democracy; their practical effect upon the life of the people. Credit, three semester hours. Smith.

248. PUBLIC ADMINISTRATION. The place of administration in modern government, problems of organization and control, determination of administrative areas, personnel management, development of bureaucracy, public budgeting, politics and administration in relation to government planning. Credit, three semester hours. Smith.

GREEK—See Classical Languages

HEALTH—See Physical Welfare

HISTORY

I. A SURVEY OF EUROPEAN CIVILIZATION. The development of European civilization from the decline of the Roman Empire to the Reformation. Credit, three semester hours. Eckles.

2. A SURVEY OF EUROPEAN CIVILIZATION. This course begins with the Reformation and traces the economic, social, intellectual, cultural and political development of European civilization from 1500 A. D. to the present world war. Credit, three semester hours. Volwiler.

110. HISTORY OF THE UNITED STATES TO 1865. A general survey course. Credit, three semester hours. Hoover, Morrison.

111. HISTORY OF THE UNITED STATES SINCE 1865. A continuation of Hist. 110. Credit, three semester hours. Hoover, Morrison.

112. HISTORY OF GREECE. The course traces the story of the Greek people from the earliest times to the death of Alexander the Great. Credit, two semester hours. Jolliffe.

113. HISTORY OF ROME. Designed to furnish an understanding of Rome's past and its contribution to our civilization, the course deals with the rise and expansion of Rome and traces its development under the Empire. Credit, two semester hours. Jolliffe.

115. THE OLD SOUTH. A study of the plantation regime in the United States, with emphasis on the daily life of the various types of plantations. Credit, three semester hours. Morrison.

116. THE NEW SOUTH. The course gives an understanding of the social, political, and economic life of the people of the South since the Civil War. Topics: the cotton plantation and Civil War time; the situation facing the disbanded soldiers; the farmer and the land; industrial development; labor conditions; the problem of white and black; educational progress; the South of today. Credit, three semester hours. Morrison.

132. HISTORY OF OHIO. A study of the history of the state of Ohio, from the first settlers to recent times. Students who are enrolled in this course are expected to have access to either the publications of the Ohio Archaeological and Historical Society or Randall and Ryan's History of Ohio, five volumes. Credit, two semester hours. Hoover.

145. LATIN-AMERICAN HISTORY. Although this course will emphasize the development of the Latin-American republics and their relations in the modern world, there will also be some attention given to the Spanish and Portuguese heritage, the conquest, the native civilizations and the institutions and life of the colonial period. Credit, three semester hours. Whitehouse.

169f. TEACHING OF GEOGRAPHY AND HISTORY IN ELEMENTARY GRADES. (Same as Ed. 169f.)

169h. TEACHING OF HISTORY AND CIVICS IN JUNIOR AND SENIOR HIGH SCHOOLS. (Same as Ed. 169h.)

206. ENGLISH HISTORY SINCE 1815. This course is designed to cover the history of modern England from 1815 to the present time. Prereq., 6 hrs. Credit, two semester hours. Eckles.

211. FRENCH REVOLUTION AND NAPOLEONIC ERA. The Ancient Regime and its crumbling; the Revolution and its recent interpretations; the rise and fall of Napoleon with emphasis upon his Russian Campaign. Prereq., 6 hrs. Credit, three semester hours. Volwiler.

212. EUROPE IN THE NINETEENTH CENTURY. The course is the connecting link, in European history, between the Congress of Vienna and the World War. The development of the German Empire, the French Republic, the Italian Monarchy, the English "Democracy," and the Russian absolutism, and their inter-allied relations form the basis of the course. Credit, three semester hours. Eckles.

213. **EUROPE IN THE TWENTIETH CENTURY.** A continuation of Hist. 212. Prereq., 6 hrs. Eckles.

235. **HISTORY OF CANADA.** Special reference is made to its relations with the United States. Credit, two semester hours. Hoover.

236. **REVOLUTIONARY ERA.** An intensive study of the period of the American Revolution. Credit, three semester hours. Hoover.

242. **THE BRITISH EMPIRE.** A survey of the political, constitutional, economic, and social history of the British Empire since 1815. Special attention is given to the problems of the Empire and its relation to international problems of the twentieth century. Credit, three semester hours. Eckles.

251. **SECTIONAL CONTROVERSY, 1829-1850.** Slavery and political controversy, rise of the common man, rural conditions, transportation, immigration, education, the factory system, reform agitation, territorial annexations, growth of nationality. Credit, three semester hours. Morrison.

253. **THE UNITED STATES, 1850-1877.** A view of the sections of the United States beginning in 1850 and the forces that brought on the Civil War; the great conflict, military and otherwise; the background of Reconstruction; program of the Radicals; restoration of home rule in North and South. Credit, three semester hours. Morrison.

254. **THE UNITED STATES SINCE 1900.** Social conditions in 1900; agriculture, business, transportation, communication, labor, imperialism and foreign trade, trends toward state capitalism and regulation, new governmental agencies, political changes, reforms, the new outlook. Prereq., 6 hrs. Credit, three semester hours. Morrison.

255. **CONSTITUTIONAL HISTORY.** A study of the making, ratifying, and development of the Federal Constitution. Credit, two semester hours. Hoover.

256. **THE EMERGENCE OF MODERN UNITED STATES, 1877-1900.** Social and intellectual conditions, political changes, agrarian unrest, rise of large corporations, railroad building, development of government regulation of big business, tariff policies during the Harrison-Cleveland era, the Spanish-American War, and the drift to imperialism and world power. Credit, three semester hours. Volwiler.

257. **THE WESTWARD MOVEMENT.** The expansion of settlement from the Atlantic Coast to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideals and institutions. Credit, three semester hours. Volwiler.

258. **STATESMEN OF THE UNITED STATES.** This is an advanced course in which American history to 1865 is studied from the lives of the leading men of the times. Each student will prepare lessons on twenty characters assigned by the instructor. Credit, two semester hours. Hoover.

270. THE FAR EAST. This course will deal with the political, economic, and cultural development of the Far East, with emphasis on the international relations of that region in the nineteenth and twentieth centuries. The Opium War, Open Door Policy, Boxer Rebellion, Republican China, the Far East in the World War, and the present Sino-Japanese conflict are some of the important topics which will be considered. Credit, three semester hours. Hoover.

HOME ECONOMICS

Clothing and Textiles

110. TEXTILES. The course includes a study of textile fibers as to source, composition, and use; and fabrics from a structural, utilitarian, and an aesthetic standpoint. It consists of reading, problems, and laboratory work. The course is required for home economics majors electing teacher's or the business training course in clothing and textile fields. Credit, three semester hours. Morse.

The House and its Equipment

131. HOME PLANNING. The course includes a survey of the house and its furnishings. The historical background, artistic and appropriate selection, and the budget are considered. The course is required for home economics majors electing the teacher's or the business training course in clothing and textile fields and in housing. Credit, three semester hours. Morse.

INDUSTRIAL ARTS

105. MATERIALS AND FINISHES. This is a study of the related information which should be a part of every high school industrial arts course. It deals with the sources of raw materials which are used in the shop laboratories, and it includes the manufacture, processing, and distribution of the products made from these materials. Credit, three semester hours. Kinison.

160m. TEACHING OF INDUSTRIAL ARTS. (Same as Ed. 160m.)

226. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. This course is a study of the present status and trends in the fields of industrial arts and vocational education, with special emphasis on WHY and HOW these have developed. This involves a study of the Smith-Hughes Law and the George Deen Act as well as the defense training programs. Credit, three semester hours. Kinison.

LATIN—See Classical Languages

MANAGEMENT—See Commerce

MARKETING—See Commerce

MATHEMATICS

1. **ELEMENTARY ALGEBRA.** A beginning course in algebra designed for students who have had no algebra in high school. The topics ordinarily considered in a year of algebra in high school are studied in this course. Credit, four semester hours. Reed.

3. **PLANE GEOMETRY.** A beginning course in plane geometry designed for students who have had no geometry in high school. The work ordinarily done in a year in high school is done in this course. Prereq., 1, or 1 year high school algebra. Credit, four semester hours. Marquis.

5. **FRESHMAN MATHEMATICS.** The number system, a review of high school algebra, the rational operations, equations, exponents, radicals, logarithms, the trigonometric function, right triangles, graphs, functions of multiple angles, and oblique triangles. This course includes all the material usually given in plane trigonometry. Prereq., 3, or 1 year high school algebra and 1 year high school geometry. Credit, five semester hours. Reed, Marquis.

6. **FRESHMAN MATHEMATICS.** (Analytic Geometry) Polar and rectangular coordinates, the straight line, the circle, the conic sections, and a brief treatment of solid analytic geometry. Prereq., 5. Credit, five semester hours. Reed.

34. **MATHEMATICS OF FINANCE.** The course covers compound interest, annuities, sinking funds, depreciation, bond evaluation, and the elementary theory of life insurance. The course provides a source of practical problem material and a field for the application of elementary algebra. Prereq., 3, or 1 unit of high school algebra and 1 unit of high school geometry. Credit, three semester hours. Marquis.

101. **PLANE TRIGONOMETRY.** The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit, two semester hours. Reed.

105. **COLLEGE GEOMETRY.** This course is an extension of the geometry studied in the high school, and is of interest to teachers of the subject and to the general student of mathematics. The topics considered are loci, similar and homothetic figures, the triangle, and the theorems of Melelaus and Ceva. Prereq., 3, or high school geometry. Credit, three semester hours. Marquis.

117. **DIFFERENTIAL CALCULUS.** A study of variables and functions, theory of limits, the derivative and its applications, differentials, curvature, and an introduction to the study of integration. Prereq., 6 or Analytic Geometry. Credit, four semester hours. Marquis.

118. **INTEGRAL CALCULUS.** Integration as the inverse of differentiation, the technique of integration, the integral as a limit of a sum, the definite integral, and a short study of the simpler types of differential equations, partial derivatives, and infinite series. Prereq., 117. Credit, four semester hours. Marquis.

125. **ELEMENTARY STATISTICS.** The common theory and methods used generally by investigators in widely different fields. Topics considered are: graphs, computing the statistical constants, the normal law, correlation, regression, and probability. Prereq., 3, or 1 year high school algebra and 1 year high school geometry. Credit, three semester hours. Marquis.

168m. **TEACHING OF MATHEMATICS IN HIGH SCHOOL.** (Same as Ed. 168m.)

MUSIC—See Fine Arts

PAINTING AND ALLIED ARTS—See Fine Arts

PHILOSOPHY

83. **INTRODUCTION TO NEW TESTAMENT THOUGHT.** Survey of the social and religious background is followed by study of the development of the New Testament writings. Then more detailed study is made of the teachings of Jesus and Paul and of the other important types of New Testament thought. Credit, three semester hours. Houf.

101. **GENERAL ETHICS.** Considers the biological and social influences which affect behavior, and views the historical ethical theories. Aims to develop an ethical philosophy of life. Ample attention is given to contemporary personal and social problems from the ethical point of view. Credit, three semester hours. Houf.

103. **INTRODUCTION TO PHILOSOPHY.** For students who wish to know what philosophy is, what its problems are, and how philosophy is related to the social sciences, to religion, morals, poetry and general literature. Credit, three semester hours. Martin.

PHYSICAL WELFARE

22. **PERSONAL AND PUBLIC HEALTH.** Provides a knowledge of the hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. Trepp.

30. **INTRODUCTION TO PHYSICAL WELFARE.** Consideration is given the following: history, purpose, growth and development of health service, health instruction, recreation and athletics, health and physical education as a profession, curricula, personal qualifications, specialization, and social relationships. Credit, one semester hour. Nessley.

125. **SCOUTING (Men).** An introduction to the Boy Scout movement. Supervision of troops, test passing, hiking, and general characteristics of boys are considered. Credit, one semester hour. Trepp.

127. **FIRST AID.** The course is concerned with the treatment of emergencies and accidents in the home, on the street, in vocational pursuits, and on the athletic field. Emphasis is also placed on the teaching of safety in the elementary and secondary schools. Credit, two semester hours. LaTourrette.

152. KINESIOLOGY. A study of muscular movements in their relation to the problems of bodily development and efficiency. Credit, two semester hours. Trepp.

153. NATURE AND FUNCTION OF PLAY. A course dealing with the historical background, the theory, the need, and the administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. Credit, two semester hours. Kellner.

167h. TEACHING OF HEALTH. (Same as Ed. 167h.)

167p. TEACHING OF PHYSICAL WELFARE. (Same as Ed. 167p.)

181. INTRAMURAL ATHLETICS. Organization of intramural athletics for elementary school, high school, and college. Credit, two semester hours. Nessley.

204. PRINCIPLES OF PHYSICAL WELFARE. Physical education in our modern program of education, its relationship to recreation and health education, and its contribution to living. Curriculum construction in the elementary and secondary schools. Credit, two semester hours. Hatcher.

206. ORGANIZATION AND ADMINISTRATION OF PHYSICAL WELFARE. Physical and health education in elementary and secondary schools, normal schools, and colleges. Athletic management, intramural activities, interscholastic and intercollegiate athletics. Credit, two semester hours. Nessley.

249. COMMUNITY RECREATION. A course for leaders and those interested in guiding leisure time programs. Topics include: brief history of the play movement, programs and program making, general administration of playgrounds and community centers and activities. Credit, two semester hours. Nessley.

252. SCHOOL HEALTH PROGRAM. The construction of the health program emphasizing the school environment, teacher-pupil relationship, accident prevention, special classes for the physically handicapped, and general health instruction. Credit, three semester hours. Trepp.

PHYSICS

3, 4. THE PHYSICAL WORLD. This course attempts to guide non-technical students into the "hows" and "whys" of physical science by a descriptive method with a minimum of mathematics required. The subject matter includes such topics as: astronomy, geology, thermal effects, sound and musical instruments, radio, talking and color movies, X-rays and radioactivity, atomic transformation, and light and color phenomena. It does not fulfill the physics requirements for premedical students. Credit, three semester hours each course. Edwards.

*5, 6. INTRODUCTION TO PHYSICS. Prospective teachers of physics in high school, premedic students, and others who desire a general knowledge

*If a satisfactory laboratory is available, it is possible to secure four hours credit by enrolling for courses 5 and 5a or 6 and 6a, thus satisfying the premedical requirement. Credit for Introduction to Physics cannot be used to fulfill the physical science group requirements until satisfactory laboratory work has been completed. Courses 5, 6, 5a, and 6a will fulfill the requirements for eight semester hours in physics for entrance into medical schools.

of physics will find this course suitable. The course assumes a knowledge of elementary algebra, but the physical aspect of problems is considered more important than the mathematical solutions. Phys. 5 includes the study of liquids, gases, molecular physics, forces and types of motions, work and simple machines, temperature and its measurements, and the properties of heat. Phys. 6 is an elementary consideration of magnetism, electricity, wave motion, and sound. Credit, three semester hours each course. Edwards.

5a, 6a. INTRODUCTION TO PHYSICS LABORATORY. Phys. 5a covers mechanics, heat, and sound; Phys. 6a covers electricity and light. Credit, one semester hour each course. Roseberry.

PSYCHOLOGY

1. GENERAL PSYCHOLOGY. An elementary, scientific study of the most significant facts and principles of mental life designed to prepare the student for further work in this field and for a better understanding of himself and others. Credit, three semester hours. Scott.

3. CHILD PSYCHOLOGY. A detailed study of the development of the child mind from birth through the nursery school, kindergarten, and elementary school age. The nature and potentialities of the child at birth will be considered, the development of the senses, of motor ability, of social and emotional traits and attitudes, and intellectual abilities. Credit, three semester hours. Gentry.

5. EDUCATIONAL PSYCHOLOGY. Some principles of heredity, maturation, individual differences, emotions, motivation, intelligence, as related to learning. Prereq., 1. Credit, three semester hours. Gentry.

203. MENTAL MEASUREMENTS. A careful study of the methods and results of individual and group intelligence tests, of typical performance tests, and other methods used in mental analysis and measurements. Emphasis will be given to the working up of test results and their application to the schools and individuals tested. A fee of \$1.00 is charged for material furnished the student. Prereq., 6 hours. Credit, three semester hours. Anderson.

210. MENTAL HYGIENE. The course is designed for teachers, advisers, social workers, parents, and all who daily encounter the mental distress of children and adults who because of unsatisfactory inner needs or because they are at odds with their environment are not making a good adjustment. Contributions are examined from the fields of physiology, psychology, psychiatry, medicine, and sociology, but chiefly from psychology and psychiatry. Prereq., 6 hours. Credit, three semester hours. Scott.

212. ABNORMAL PSYCHOLOGY. The nature of the adjustments which man must make to live in the world today. The deviations which lead from the normal to the abnormal are pointed out in order that the student may recognize and understand the more common abnormalities and may, as far as possible, avoid developing such abnormalities himself. Prereq., 6 hours. Credit, three semester hours. Scott.

215. **SOCIAL PSYCHOLOGY.** An intensive study of the social-mental relations between individuals, the mental nature of human social groups and their behavior; a study of the instincts which make for social and individual development. Prereq., 6 hours. Credit, three semester hours. Gentry.

217. **PSYCHOLOGY OF PERSONALITY.** The course undertakes to satisfy a growing demand on the part of teachers, business executives, and others for a more thorough understanding of the fundamentals of human personality. It attempts to point out the most promising applications in the training and development of personality in children in the home and school; and in adults, in business and social life. Prereq., 6 hours. Credit, three semester hours. Gentry.

278. **ADVANCED EDUCATIONAL PSYCHOLOGY.** A comprehensive study of the acquisition of important skills and knowledges, interest, attitudes, and ideals; problem solving; expression and creative activity; social growth and character formation. Prereq., 5. Credit, three semester hours. Gentry.

SECRETARIAL STUDIES—See Commerce

SOCIOLOGY

5. **RURAL SOCIOLOGY.** A study of rural life from the standpoint of the groups in rural society. The composition of the rural population, the farm family, the church, school, recreation agencies, rural government, and health agencies are considered. The fundamental differences between rural and urban society are studied as well as the organization of rural society and the relationships between the town and country. Credit, two semester hours. Jeddeloh.

103. **SOCIAL CHANGE AND SOCIAL PROBLEMS.** A study of the major social problems of the United States including problems of the family, war, poverty, crime, problems of the urban and rural community. The influence of rapid social change on our society and its effect on personalities. Credit, three semester hours. Jeddeloh.

106. **RURAL SOCIAL ORGANIZATION.** A consideration of the purposes and activities of agencies which aim at the improvement of rural life: the Grange, Farm Bureau Federation, 4-H Club, and others. The recent changes in rural life including rural planning, health, delinquency, electrification, and changing social institutions are considered. Credit, two semester hours. Jeddeloh.

STATISTICS—See Commerce or Education

ZOOLOGY

103. **READINGS IN BIOLOGY.** A course for students interested in advances in biological fact and thought presented in a nontechnical and yet authoritative manner, especially as these apply to the broad field of human affairs. The subject matter is presented through the reading of selected books and magazine articles. Prereq., a course in high school or college biology. Credit, one semester hour. Kreeker.

107. **PRINCIPLES OF HEREDITY.** An introduction to heredity. Fundamental principles and mechanism of heredity and a review of what is known regarding heredity in man. Consideration of practical applications to heredity in social welfare, public affairs, and race betterment. Presupposes an introductory course in biology. Credit, three semester hours. Kreckler.

COURSES OF INSTRUCTION AT THE HIGH SCHOOL LEVEL

AGRICULTURE. One-half unit of high school credit for each course.

- I. General Agriculture, one semester
- II. Field Crop Production, one semester
- III. Feeding Farm Animals, one semester
- IV. Dairy Production, one semester
- V. Poultry Farming, one semester
- VI. Soil Conservation, one semester
- VII. Swine Husbandry, one semester
- VIII. Diseases of Farm Animals, one semester
- IX. Farm Mechanics, one semester

BOOKKEEPING. One-half unit of high school credit for each course.

- I. Beginning Bookkeeping, first semester
- II. Beginning Bookkeeping, second semester

COMMERCIAL LAW. One-half unit of high school credit for each course.

- I. Commercial Law

DRAWING. One-half unit of high school credit for each course.

- III. Mechanical Drawing, first semester; suitable for eleventh and twelfth grades
- IV. Mechanical Drawing, second semester; a continuation of III

ENGLISH. One-half unit of high school credit for each course.

- I. Ninth Grade English, first semester
- II. Ninth Grade English, second semester
- III. Tenth Grade English, first semester
- IV. Tenth Grade English, second semester
- V. Advanced English (British Literature), one semester
- VI. Advanced English (American Literature), one semester
- VII. Effective Business Correspondence, one semester
- VIII. Journalism, one semester
- IX. English Grammar, one semester

FRENCH. One-half unit of high school credit for each course.

- I. French, first semester; five double-faced phonograph records costing \$3.75 required

- II. French, second semester; five double-faced phonograph records costing \$3.75 required
- III. French, third semester; three double-faced phonograph records costing \$2.25 required
- IV. French, fourth semester; three double-faced phonograph records costing \$2.25 required

GERMAN. One-half unit of high school credit for each course.

- I. German, first semester; five double-faced phonograph records costing \$3.75 required
- II. German, second semester; five double-faced phonograph records costing \$3.75 required
- III. German, third semester; five double-faced phonograph records costing \$3.75 required
- IV. German, fourth semester; three double-faced phonograph records costing \$2.25 required

HOME ECONOMICS. One-half unit of high school credit for each course.

- I. Food Study, first semester
- II. Food Study, second semester
- III. Clothing Construction, first semester
- IV. Clothing Construction, second semester
- V. General Home Management, one semester

LATIN. One-half unit of high school credit for each course.

- I. First Year Latin, first semester
- II. First Year Latin, second semester
- III. Second Year Latin, first semester
- IV. Second Year Latin, second semester
- V. Cicero, first semester
- VI. Cicero, second semester

MATHEMATICS. One-half unit of high school credit for each course.

- I. First Year Algebra, first semester
- II. First Year Algebra, second semester
- III. Plane Geometry, first semester
- IV. Plane Geometry, second semester
- Va. Advanced Algebra, first semester
- Vb. Advanced Algebra, second semester
- VI. Plane Trigonometry, one semester
- VII. Business Arithmetic, one semester
- VIII. Solid Geometry, one semester
- IX. Shop Mathematics, one semester; prerequisite, one year of high school mathematics

SALESMANSHIP. One-half unit of high school credit for each course.

- I. Practical Salesmanship, one semester

SCIENCE. One-half unit of high school credit for each course.

- I. Healthful Living, one semester
- II. General Science, first semester
- III. General Science, second semester
- IV. Biology, first semester
- V. Biology, second semester
- VI. Chemistry, first semester; a student must have access to a laboratory
- VII. Chemistry, second semester; a student must have access to a laboratory
- VIII. Physics, first semester; a student must have access to a laboratory
- IX. Physics, second semester; a student must have access to a laboratory

SHORTHAND. One-half unit of high school credit for each course.

- I. First Year Shorthand, first semester
- II. First Year Shorthand, second semester
- III. Second Year Shorthand, first semester
- IV. Second Year Shorthand, second semester

SOCIAL SCIENCE. One-half unit of high school credit for each course.

- I. World History, first semester
- II. World History, second semester
- III. American History, first semester
- IV. American History, second semester
- V. Economic Geography, one semester
- VI. Economics, one semester
- VII. Economic and Social Problems (Problems of American Democracy), one semester; suited for eleventh and twelfth grades.
- VIII. Elementary Civics, one semester
- IX. Advanced Civics (Problems of American Democracy), one semester; eleventh and twelfth grade level

SPANISH. One-half unit of high school credit for each course.

- I. First Year Spanish, first semester; five double-faced phonograph records costing \$3.75 required
- II. First Year Spanish, second semester; three double-faced phonograph records costing \$2.25 required
- III. Second Year Spanish, first semester; three double-faced phonograph records costing \$2.25 required
- IV. Second Year Spanish, second semester; two double-faced phonograph records costing \$1.50 required

TYPEWRITING. One-half unit of high school credit for each course.

- I. First Year Typewriting, first semester
- II. First Year Typewriting, second semester
- III. Second Year Typewriting, first semester
- IV. Second Year Typewriting, second semester

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